

# **Faith Lutheran Preschool**

## **“Learning in Love...Growing in Christ”**

### **Our Mission Statement**

Responding to our Lord’s command to make disciples of all nations (Matt.28:19 &20) and to equip them for the works of service (II Timothy 3:16&17), is the primary mission of our church and school.

### **Our Schools Purpose**

The purpose of Faith Lutheran Preschool is to encourage and advance God pleasing growth in the spiritual, emotional, academic, social and physical lives of it’s students, their families, the community and the world.

### **Statement of Faith**

Faith Lutheran Preschool is a ministry of Faith Lutheran Church. Therefore, the Christian education taught at the center will agree with the doctrine of the Lutheran Church.

### **Loving and Caring Environment**

We believe each child is a unique, beautiful creation of our Heavenly Father. We gratefully accept the responsibility to guide each child in his or her academic, social, emotional and spiritual development.

### **Faith’s Religious Instruction**

Faith teaches Christian doctrine from a Lutheran perspective based upon the Word of God. We believe and teach that we are saved by God’s grace through faith in Jesus Christ our Lord and Savior. We believe that the Bible is the absolute authority for Christian living.

### **Admission Policy**

Our Preschool is comprised of children from many different religious backgrounds. Faith Lutheran Preschool admits all children and does not discriminate on the basis of race, color, national or ethnic origin.

## **Faith Lutheran Preschool's Hours of Operation**

Faith Lutheran Preschool offers both full time and part-time programs. These programs are open to children between the ages of 3 and 5 years of age that are fully potty trained. Hours of operation are 6:30am to 6:30pm. Any children picked up after 6:30pm will be billed a penalty fee of \$1.00 for every minute past 6:30pm.

**Holidays Closed** - any holiday listed below which falls on a Saturday or Sunday will be observed on the Friday before or Monday after.

- New Years Day
- Martin Luther King Jr. Day
- Good Friday
- Easter
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the Friday following
- Christmas Eve & Christmas Day

## **Special Needs**

Please speak with the Director concerning your child's special needs

## **Licensing**

Faith Lutheran Preschool is licensed by the State of Arizona to provide preschool and childcare.

Department of Health Services  
400 W. Congress Suite 100  
Tucson, AZ 85701  
520 628 6540

Department of Health Services inspection reports are available upon request.

## **Faith Lutheran Preschool Academic Curriculum**

The basic curriculum involves learning through the discoveries of play. During each session a variety of interesting, creative and stimulating activities are provided for the children. All programs use the curriculum model for weekly themes.

### Spiritual Living

- Jesus, friend of little children
- God's work of creation and care for His world
- Christmas and Easter narrative
- Christian living and loving

### Communication Arts: Language, Reading and Writing

- Sharing information in group discussions
- Cooperation in group games
- Listening to others
- Relating to personal experiences
- Using puppets for communication
- Role play and pretending
- Poetry and fingerplay
- Songs and action stories
- Alphabet games and letter recognition
- Printing one's own name

### Expressive Arts: Music, Movement Drama, Art and Dance

- Introduce the children to a variety of media for self expression such as paint, chalk, markers, crayons, collage and clay
- Foster an appreciation for creative efforts of others
- Using rhythm instruments, musical games, dance songs and records

### Wellness: Play, Health, Safety and Nutrition. Large and small motor development and behavior

- Large muscle development and coordination in walking, jumping, rolling, bending, twisting, crawling, pulling and pushing.
- Small muscle control in activities of cutting, tearing, gluing, drawing, painting, play dough, folding, finger plays and puzzle construction.

### Discovery: Qualitative and quantitative understanding of the world

- Science experience through experimenting, comparing, observing and problem solving. Areas of study will include animals, plants, weather, seasons, cooking, body senses and the process of growth.

### Social Studies

- Home and Family
- Feelings and Emotions
- Transportation
- Community Helpers
- Holidays, Seasons and Birthdays

### Math Activities

- Basic colors and shapes
- Position in space
- Size and weight comparisons
- One-to-one correspondence
- Counting classification
- Graphing and measuring

## **Movies**

Faith Lutheran Preschool will use movies as part of its curriculum. Only movies with a “G” rating will be shown.

## **Sick Policy**

Please notify the preschool of any illness or injury. If a contagious disease is present in your home, your child should be kept at home during the incubation period. Parents must notify the office immediately when the child has a communicable disease with information on the type of illness and the number of days you expect your child to be out.

You will be notified if your child is exposed to a contagious illness at preschool. Children will not be admitted if they have an infectious illness of any kind or if they are running a fever.

If a child becomes ill during the day, we will contact the parents at once. Please inform us of the arrangements for picking up your child. Children who become ill during the day will be isolated from the other children when possible. If a child has diarrhea, vomits or has a temperature of 100 degrees or greater, you will be called to pick up your child.

Children should be kept at home if any of these conditions exist:

- If your child has a fever or has had one in the previous 24 hours
- If your child has a cold that is less than 2 days old
- If your child has a heavy nasal discharge
- If your child has a congested cough
- If your child has symptoms of a possible communicable disease including, sniffles, reddened eyes, sore throat, headache, abdominal pain, discharge from eyes, fever, rash, diarrhea, vomiting, pinworms or head lice

## **Return of Your Child to School**

Your child may return to preschool if:

- There has been no fever for 24 hours **without medication** (i.e. Tylenol / Motrin)
- The cold is over, but there is a minor nasal drip
- Doctors written release

## **Medication Procedures**

Any prescribed or over-the-counter medication taken by students during the school day requires a completed **medication authorization form** signed by the parent. All prescribed or over-the-counter medication must be in the original prescription or manufacturer bottle with the label on it stating the appropriate dosage and stop dosage date. Medication will be administered between 11:30

AM and 12:00 noon **in the office**. If your child needs medication at any other time, special arrangements must be made. Absolutely no phone authorization of pain medication can be made. All medication will be kept in the school office and will be dispensed only by office personnel. **All known allergies must be reported to the preschool director.**

### **Illness Procedures**

If your child becomes ill or injured, the following steps will be taken:

- Parents or legal guardians will be contacted
- 911 will be called if situation is life-threatening or treatment is needed immediately.
- Your child will be isolated from the group

### **Faith Preschool Rules**

We set the following limits to help children behave appropriately and be safe:

- No running inside
- Quiet voices inside
- Keep your hands and feet to yourself except to hug
- Show respect to others
- Follow directions given by classroom leaders

Children who misbehave and/or hurt another child will be guided to behave in a manner consistent with our policy of loving one another. Guidance methods may include, but are not limited to:

- Warnings
- Time - out
- Walks around the school
- Contact made with parents

A child who resists guidance to the proper, loving behaviors will cause the director to schedule a conference with the parents.

If the child's behavior continues to be disruptive or aggressive after consultation has been made with the parent/guardian, it will result in permanent dismissal from Faith's program immediately.

***Punishment which involves humiliation, striking a child or any other physical display of anger will not be tolerated.***

### **Discipline**

We believe that children can learn to behave appropriately, discipline involves guidance, as a child learns to relate with love and respect to others. If a child engages in inappropriate activity, we will explain to him or her why those actions are unacceptable to others. Children who show appropriate behavior will be recognized and earn:

- Verbal praise
- Stars and stickers
- Happy notes for parents to see
- Conversations between parents and teachers on your child's good conduct

### **Clothing and Appearance**

We believe that the body is the temple of the Lord's and that appropriate clothing and appearance should honor it.

We believe that clothing and personal appearance reflect an attitude about one's self, one's peer group and the school. We require:

- Shoes must be closed toed and closed heel; no sandals or jellies are allowed. NO flip flops or any type of sandal without backs are allowed. All outdoor clothing should be marked with your child's name
- Appropriate dress for the season

Self dressing is an important consideration when purchasing outdoor clothing. One of our objectives here at the school is to encourage children to dress and undress themselves as well as they are able. Your child's independence is an important part of learning. We do not expect perfection, but we do encourage progress towards self help since this will enhance a child's feeling of competence.

### **School Policy Determination, Implementation and Resolution**

The Board of Christian Day School recommends school policies after research and study. The Faith congregation " Voters Assembly "approves major policies, including the school budget and tuition/registration fees. The principal is the school administrator. The administrator implements the policies and procedures, and reports to the Board of Christian Day School. Parent inquiries should first be directed to the teacher, and secondly, to the preschool director. If the inquiry cannot be resolved at one of those levels, the director and/or parent may take the issue to the school administrator. If the issues still cannot be resolved the parent and/or administrator may take the inquiry to the Board of Christian Day School.

### **Financial Support of Faith Lutheran Preschool**

Faith Lutheran Preschool is sponsored and partially supported by Faith Lutheran Church. The preschool is financially dependent upon the church because tuition and operation fees do not cover the entire operational budget.

### **Registration**

There is no annual registration fee.. In the event of a waiting list, a non-refundable fee of \$20.00 will be due and will be deducted from your first month's tuition. Once the days have been selected they cannot be changed without

written notice. If you decide to change the days you have chosen for your child to attend preschool, they must be changed by the first day of the month.

### **Tuition Fees**

Tuition is billed in advance on the 15<sup>th</sup> of each month, for the following month's tuition. Payment is due by the first day of the billed month. A late fee of \$15.00 will be added to those tuitions not paid by 6:30 pm on the 10<sup>th</sup> of the billed month. If your child's tuition is not paid by the 25<sup>th</sup> of the billed month, your child will not be permitted into school until the past due balance has been paid in full. Any family who is delinquent in tuition payments may be contacted and an attempt for payment or to schedule payments will be made. A 10% discount will be given when the entire year's tuition is paid in full by July 1<sup>st</sup>. We also offer a 5% multi-child discount.

### **Tuition Rates**

- | Full Time (4~~3~~-5 full days)
  - Monthly rate           \$465.00
- | Part time (5 half days or 2-1/2~~3~~ full days)
  - Monthly rate           \$385.00

Full Day = 6 hrs or more Half Day = less than 6 hours
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### **Drop in Rate**

- \$25.00 per day (with a maximum of 8 days per month)

### **Vacation Policy**

When your child is enrolled full time for one year, a two week tuition free vacation is awarded. You must notify the Director two weeks in advance. No vacation is awarded for those who are enrolled part time in the preschool.

### **Disenrollment Procedure**

Faith Lutheran Preschool requires a two week notice if you are removing your child from the school. No refunds will be given without a two week notice.

### **Parent Teacher League**

Faith Lutheran School has a Parent Teacher League in which all parents are considered members. Only families with students enrolled in K-8<sup>th</sup> are required to pay dues at registration. Preschool families are welcome and highly encouraged to participate in the PTL as a vital element of your child's education.

## **Parent Participation**

Parents/Guardians are encouraged to interact with children in any and all programs and activities at preschool. Parents/Guardians are invited to participate in programs, field trips, special projects, class parties, chapel, etc. We encourage each family to participate as much as possible. Parents are always welcome in our classrooms.

## **Field Trips**

Occasional class field trips occur during the school year. When a class goes on such a trip, parents must sign the Faith Lutheran Field Trip form and return it to the teacher in charge. Any student not returning this signed form will not be allowed to participate. **All parent drivers must provide a current copy of their driver's license, car registration and proof of car insurance.** Parent drivers are in charge of the students they drive and as such may not bring other children to the field trip, i.e. younger siblings, nieces, nephews, etc.

**Car seats are required for preschool students to attend field trips.**

Signed field trip permission slips absolve the teachers, Faith Lutheran Church and School, parent drivers and any and all members of its governing board(s) of any responsibility, safety, welfare, health, and well-being of the child named above, beyond such matters as may be called reasonable care for children in the custody of a teacher and subject to the teacher's clear instructions, and assumes personally and exclusively all responsibility and liability for accident, injury, etc., which may occur to the named child during the time of the specific activity as set forth in the permission slip.

## **Snacks**

Faith Lutheran Preschool provides a snack in the morning, afternoon and early evening. Please let the Director know of any special needs or food allergies.

## **Lunch Program (See sample menu – Appendix A)**

Lunches are included in our tuition rates. Lunches are prepared and served by volunteers. Students may bring their lunch to school if they desire, although doing so does not constitute a break in tuition.

## **Insurance**

Faith Lutheran Preschool carries the required amount of liability insurance for school coverage.

## **Transportation**

Only for field trips is transportation available.

**SIGN IN/OUT REQUIREMENTS:**

- You must use a separate Sign-in/Sign-out Record for each of your children.
- You must document in ink (not pencil) legibly and clearly, your first initial and full last name.
- You must document the EXACT TIME OF DAY (no rounding) that you actually signed your child INTO and OUT OF the facility where applicable.
- You cannot document the Time-in or the Time-out columns or Signature column until your child care service actually begins and ends. (Do not use ditto marks or arrows in place of your actual time entries or signatures.
- Time entries (where applicable) indicating the beginning and the end of a full period of care can only be corrected by the individual who originally completed the record, and that person must date and initial the correction. You are not permitted to give authorization to the provider or their employees to sign your child(ren) Sign-in/sign-out Record(s) on your behalf.
- Pre-signing of the sign-in/sign-out record is prohibited.

**Penalty Warning:** By signing the Sign-in/Sign-out Record the parent, guardian, or other authorized person verifies, under penalty of perjury, that the times recorded are the actual times the child was in attendance; and that this document is a true and accurate record of signatures, dates and time of service.

**Anyone OTHER than child’s parent:**

Anyone picking up a child **MUST** have their name listed on the child's emergency form and have a photo ID available.

**ACCIDENT/EMERGENCY POLICY**

In the event of an accident or emergency, parents are to be notified verbally within 30 minutes by phone or other expeditious means; which will be accomplished by the Preschool Director. In his/her absence the next person in the chain of command will assume this responsibility.

In the event of an accident or emergency, parents are to be given written notification within 24 hours.

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Parents are free to visit at any time, but we do ask consideration so as not to disrupt our programs. If you have any concerns or are uncertain about anything relating to Preschool and your child, please speak with the director at once so it may be corrected as soon as possible

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NOTICE: Faith Lutheran Church, School and Preschool does not discriminate on the basis of race, creed, color or national/ethnic origin in the application of admissions, policies or other school programs and admits all children of any race, creed, color or national/ethnic origin to all classes, programs and activities which our school offers.

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It is our privilege to open our arms and hearts to all God's children, guiding them in the ways of our Lord while providing them with a loving, safe and nurturing atmosphere.

**FAITH LUTHERAN PRESCHOOL HANDBOOK  
PARENT ACKNOWLEDGEMENT**

This is to acknowledge that I/we have received a copy of the Preschool Handbook.

I/We understand that the handbook provides the guidelines for the preschool regarding its policies and procedures.

I/We also understand that it is my/our responsibility to read, understand, become familiar with, and comply with the standards and policies that have been established.

I/We further understand that the Preschool reserves the right to modify, supplement, or revise any policy from time to time, with or without notice, as it deems necessary or appropriate.

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By signing below I/we fully acknowledge that I/we have completely read the handbook provided to us.

Name of child enrolled \_\_\_\_\_

\_\_\_\_\_  
Father's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother's Signature

\_\_\_\_\_  
Date

*Please return this portion of the handbook to the Office once completed.*